

CANON

FAX – L2000

SIMPLIFIED

GUIDE

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I TO REGISTER SENDER IDENTIFICATION

I. INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Open all three all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “3. FAX SETTINGS”
4. Press **OK** to display “1. USER SETTINGS”
5. Press **OK** to display “1. TEL LINE SETTINGS”
6. Press **OK** to display “1. USER TEL NO.”
7. Press **OK**
8. Enter your fax number
9. Press **OK** to save the number
10. Press **Data Registration**
11. Press ▼ to display “2. UNIT NAME”
12. Press **OK**
13. Enter your company or personal name
Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press ► to enter next alphabet

Press **SPACE** to enter a space

Press * to enter a digit

14. Press **OK**
15. To end, press **Stop** ○

II SENDING A DOCUMENT

A. DIRECT SENDING

1. Place documents face up on the feeder
2. Press **DIRECT TX** (indicator lights up)
3. Enter fax number
4. Press **START** ◇

B. MEMORY SENDING

1. Place documents face up on the feeder
2. Make sure **DIRECT TX** is “off”
3. Enter fax number
4. Press **START** ◇
5. Take note of “TX / RX ” number

C. ONE-TOUCH / CODED DIAL SENDING

1. Place documents face up on the feeder
2. Press the appropriate one-touch key OR
Press **CODED DIAL** ● and a three-digit code
3. Take note of “TX / RX ” number

C. USING DIRECTORY DIALING

1. Place documents face up on the feeder
2. Press **Directory**
3. Press a numeric key which contains the 1st letter of the desired name
4. Press **OK**
5. Press ▼ to scroll to the desired destination
6. Press **OK**
7. Press **START** ◇

N.B. If direct sending is required, activate **DIRECT TX** before step No. 2

TO STOP SENDING

- A. During a **DIRECT TX** sending, press **Stop** ○
- B./C. During a memory sending, press **Stop** ○, then * to confirm

For all of the above methods, press **Stop** ○ again to eject the documents, if any.

III TO STORE FAX NUMBERS

A. ONE-TOUCH SPEED DIAL (01-KEY TO 72-KEY)

1. Open all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**4. ADD. REGISTRATION**”
4. Press **OK** twice
5. Press ▼ (if necessary) until an empty space appears
6. Press **OK** twice
7. Enter fax number
8. Press **OK** twice
9. Enter name
Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press ► to enter next alphabet

Press **SPACE** to enter a space

Press * to enter a digit

10. Press **OK**
11. To continue, press **Data Registration**
12. Repeat steps **No. 5** to **No. 10**
13. To end, press **Stop** ○

B. CODED SPEED DIAL (*000 TO *127)

1. Open all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**4. ADD. REGISTRATION**”
4. Press **OK**
5. Press ▼ to display “**2. CODED SPD DIAL**”
6. Press **OK**
7. Press ▼ (if necessary) until an empty space appears
8. Press **OK** twice
9. Enter fax number
10. Press **OK** twice
11. Enter name (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **OK**
13. To continue, press **Data Registration**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **Stop** ○

C. TO PROGRAM GROUP DIAL

1. Open all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**4. ADD. REGISTRATION**”
4. Press **OK**
5. Press ▼ to display “**3. GROUP DIAL**”
6. Press **OK**
7. Press ▼ (if necessary) until an empty space appears
8. Press **OK** twice
9. Close all three panel covers & press desired one-touch keys & / or the coded speed dial numbers
10. Press **OK** twice
11. Enter name for the above group dialer (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **OK**
13. To continue, press **Data Registration**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **Stop** ○

IV TO ERASE A SPEED DIAL

A TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1. Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS: ONE-TOUCH SPEED DIAL)
2. Close all three panel covers & press desired one-touch key
3. Press **OK** twice
4. Press **C** to clear the number
5. Press **OK** to delete the whole entry
6. Press **Stop** ○

B TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1. Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS: CODED SPEED DIAL)
2. Press **CODED DIAL** ● followed by the relevant 3-digit code
3. Press **OK** twice
4. Press **C** to clear the number
5. Press **OK** to delete the whole entry
6. Press **Stop** ○

C TO CANCEL A GROUP DIALER OR A NUMBER IN THE GROUP

1. Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Close all three panel covers & press the desired group dialer using one-touch key OR **CODED DIAL** ● & the relevant 3-three digit code
3. Press **OK** twice
4. Press **C** for each of the speed dialers that are to be deleted
5. To confirm, press **OK**
6. Press **OK** again if the name of the group dialer remains unchanged
7. Press **Stop** ○

V SENDING TO MORE THAN ONE LOCATION

(SEQUENTIAL BROADCASTING)

A. USING ONE-TOUCH / CODED SPEED DIAL

1. Place documents face up on the feeder
2. Press all the relevant one-touch / coded-dial numbers one right after another
3. Press **START** ◇
4. Take note of “ TX / RX ” number

B. MANUAL DIALING FROM THE NUMERIC 10-KEY PAD

1. Place documents face up on the feeder
2. Enter one fax number
3. Press **OK**
4. Continue steps 2. & 3. until all the fax numbers (maximum 10 destinations) have been entered
5. Press **START** ◇
6. Take note of “ TX / RX ” number

C. USING DIRECTORY DIALING


1. Place documents face up on the feeder
2. Press **Directory**
3. Press a numeric key which contains the 1st letter of the desired name
4. Press **OK**
5. Press ▼ to scroll to the desired destination
6. Press **OK**
7. Continue steps 2. to 6. until all the destinations has been specified
8. Press **START** ◇
9. Take note of “ TX / RX ” number

C. COMBINATION OF (A) & (B)

If some destinations are from auto-dialers and some are not, follow steps **A.1.** & **A.2.** then **B.2.** to **B.6.**

N.B. Please check on the **MULTI TRANSACTION REPORT** which will be generated out after the broadcast is completed to ensure that the broadcast is successful. After dialing the 1st destination, within 5 seconds, you must start dialing the 2nd number & for all subsequent destinations, within 10 seconds of each other. Otherwise, the machine will start scanning the documents.

VI TO SEND DOCUMENTS AT A LATER TIME **(DELAYED TRANSMISSION)**

1. Open all three panel covers
2. Press **Delayed Transmission**
3. Enter the desired time (time set must be within 24 hours from the time on the display)
4. Press **OK**
5. Enter the fax number(s)
6. Press Start 
7. Place documents face up on the feeder
8. Take note of “ TX / RX ” number

Machine will now scan documents into the memory.

TO CANCEL A DELAYED TRANSMISSION

Refer to *XIII* on “Erasing A Document From The Memory”

VII WHEN THE FAX DISPLAYS “RECEIVED IN MEMORY”

Display screen flashes message **“RECEIVED IN MEMORY”** repeatedly.

1. Supply paper to the paper cassette if display prompts

“SUPPLY REC. PAPER”

OR

Replace the toner cartridge if display prompts

“REPLACE CARTRIDGE”

OR

Pick up the printed paper in the output/receiving trays if display prompts **“OUTPUT TRAY FULL”**

OR

Remove jammed paper from the machine if display prompts

“REC. PAPER JAM”

2. Machine will automatically start to print the received documents from the memory after the above troubleshooting has been done.

VIII RE-SENDING

IF No.VII ABOVE IS NOT POSSIBLE, EACH DOCUMENT RECEIVED IN THE MEMORY CAN BE RE-SENT INDIVIDUALLY TO ANOTHER DESTINATION FOR PRINTING

1. Open all three panel covers
2. Press **Memory Reference**
3. Press ▼ to display “**4. RESEND DOCUMENT**”
4. Press **OK**
5. Press ▼ if necessary, to select a new “**TX/RX No.**”
(must be greater than 5000 – for received documents)
6. Press **OK** to display “**SELECT LOCATIONS**”
7. Dial the fax number
8. Press **OK** twice

Machine will now start to send the document to the number dialed.

IX TO PRINT REPORTS AND LISTINGS

A. SPEED DIAL LIST

1. Open all three panel covers
2. Press **Report**
3. Press **▼** to display **“2. SPEED DIAL LIST”**
4. Press **OK**
5. Press **▼** to search for desired list
i.e. “1. 1-TOUCH LIST”, “2. CODED DIAL LIST” or
“3.GROUP DIAL LIST”
6. Press **OK**
7. (a) If Group Dial list is selected, machine will now start to print
(b) If 1-Touch or Coded Dial list is selected, display will show
“SORTED OUTPUT”
8. Press **▼** to select “1.NO SORT” or “2.SORT”
(a) “1.NO SORT” - list is printed in order of Speed Dial numeric list
(b) “2.SORT” - list is printed in alphabetical order in the name column
9. Press **OK**

B. TO PRINT A LIST OF PREVIOUS 40 TRANSACTIONS

1. Open all three panel covers
2. Press **Report**
3. Press **OK**

C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open all three panel covers
2. Press **Report**
3. Press **▼** to select **“4.DOC MEMORY LIST”**
4. Press **OK**

X MAKING COPIES

1. Place documents face up on the feeder
2. Press **COPY** ○
3. Press ▼ to select paper cassette, if required
4. Enter the number of copies required (01 to 99)
To re-enter the number, press **C**
5. Press **START** ◇ to start copying
To cancel the printing, press **Stop** ○

XI CONFIRMATION REPORT

To Request For A Transmission (TX) Report Only For One Particular Sending

Setting up the Program One-Touch Key

1. Open all three all three panel covers
2. Press **Data Registration**
3. Press **▼** until display shows “3. FAX SETTINGS”
4. Press **OK** to display “1. USER SETTINGS”
5. Press **OK**
6. Press **▼** until display shows “6. PROG 1-TOUCH KEY”
7. Press **OK**
8. Press **▼** to an available speed-dial number to which you want to assign
9. Press **OK**
10. Press **▼** to display “USE”
11. Press **OK** to display “1. PRINT REPORT”
12. Press **OK** again
13. Press **Stop** **○**

To activate the TX Report

1. Press the speed dial number which has been assigned for TX report
2. Press ***** to confirm
3. Start the usual sending

After the transmission, the machine will print TX REPORT for that sending only.

XII TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1. Open all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**3. FAX SETTINGS**”
4. Press **OK**
5. Press ▼ to display “**2. REPORT SETTINGS**”
6. Press **OK** twice
7. Press ▼ to select “**OUTPUT YES**”
8. Press **OK**
9. Press **Stop** ○

XIII ERASING A DOCUMENT FROM THE MEMORY

A. Using the DELETE FILE Button

1. Press **Delete File**
2. Press **▼** to select the desired TX/RX number to be deleted
3. Press **OK**
4. Press ***** to confirm deletion

B. Using The Memory Reference Button

1. Press **Memory Reference**
2. Press **▼** to select “**DELETE DOCUMENT**”
3. Press **OK**
4. Press **▼** to display the desired TX/RX number
5. Press **OK**
6. Press ***** to confirm deletion
7. Press **Stop** **○**

XIV TO CHECK THE STATUS OF A FAX TRANSACTION

A. The Status Of A Pending Job

1. Press **Monitor**
2. Press **OK** to check the status of a transaction
3. Press **▼** to select the list of TX/RX jobs
4. To end, press **Stop** **○**

B. The Result after Sending / Receiving

1. Press **Monitor**
2. Press **▼** to display “2. TX/RX RESULTS”
3. Press **OK** to check the status of a transaction
4. Press **▼** to select the list of TX/RX jobs
5. To end, press **Stop** **○**